



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

12/17/13

Dawn Starr
1551 6th Avenue SE
Cedar Rapids, Iowa 52403

Dear Dawn,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have until January 30, 2014 to get these items into compliance.

This letter is in regards to the December 17, 2013 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: I observed you had a number of items out of compliance that need correcting. Items that need immediate attention and correction include getting a first-aid kit that has the required supplies in it, covering all the electrical outlets, keeping the safety barrier locked in place during child care hours where children under the age of three are present, getting a 2A 10 BC rated fire extinguisher placing smoke detectors at the top of the 2nd floor stairway and in the living room, renovating the lead paint areas where the paint is chipping/peeling in the kitchen. You need to complete a course in Infant and Child First-aid as soon as possible. Please notify me by December 27, 2013 that the areas specified above have been corrected.

How to correct: Correct all the items identified as out of compliance by our follow up visit scheduled for January 30, 2014 at 10:00 a.m.

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Reason determined out of compliance: You did not have this information posted by the phone.

How to correct: Complete the form I gave you for this and post it by your phone.

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Reason determined out of compliance: You did not have a first-aid kit that has the required items in it.

How to correct: Purchase a first-aid kit as soon as possible. Use the sheet I left with you which had the items required for the first-aid kit as a reference when purchasing it. Johnson and Johnson have a 170 items first-aid kit which meets this requirement.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

Reason determined out of compliance: I observed electrical outlets in the living room and play room that did not have a safety cap in them. Also the outlet on the play room needs a faceplate on it.

How to correct: Cover these outlets with a safety cap and put a faceplate on the outlet in the play room.

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

Reason determined out of compliance: When I arrived I observed you did not have a barrier at the steps to the second floor.

How to correct: You put a safety barrier in place while I was present. This barrier needs to be in place during child care hours when children under the age of three are present.

This item is now in compliance.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

Reason determined out of compliance: I observed you did not have Emergency and Disaster plans written and posted by the primary and secondary exits.

How to correct: Use the form I gave you to develop your evacuation routes in the event of a fire or tornado. Make sure you have a written plan explaining where to go if there is a fire or tornado.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have documentation you practice fire and tornado drills.

How to correct: Use the form I left with you to document when you do the monthly fire and tornado drills.

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

Reason determined out of compliance: I observed you did not have a fire extinguisher in your home.

How to correct: You need to either purchase a 2a 10 BC rated fire extinguisher or start working with Child Care Resource and Referral who can give you one. This needs to be done as soon as possible.

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Reason determined out of compliance: I observed you did not have a smoke detector placed in the living room or at the top of the stairway to the second floor.

How to correct: Place a smoke detector in the living room and at the top of the stairway on the second floor.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have documentation you test the batteries in your smoke detectors.

How to correct: Use the form I left with you to document when you do the monthly testing of your smoke detector batteries.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov.

Reason determined out of compliance: I observed you did not have No Smoking signs posted at any of the entrances to your home or in your vehicle used to transport children.

How to correct: I gave you 3 No Smoking signs to us to meet this requirement. Place one at the two entrances to the home and one in the vehicle used to transport children.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: After reviewing your pet records I noted you did not have any statement your pets are free of endo and ecto parasites or that their rabies vaccinations were up to date.

How to correct: Make sure the rabies and any other shots they need are up to date and not expired. Take the form I left with you on Pet Exams to the vet and have them complete and sign the form.

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Reason determined out of compliance: You did not have a written policy for this.

How to correct: Using the sheet I left you as a guide you need to develop a written policy about caring for mildly ill children and their exclusion for care if they are sick.

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Reason determined out of compliance: You did not have a written policy for this.

How to correct: Using the sheet I left you as a guide you need to develop a written policy about how you plan to respond to health related emergencies.

☐ 110.5(1)x For homes built prior to 1960, provider must complete visual assessment for lead hazards and apply necessary interim controls prior to registration and each renewal

Reason determined out of compliance: You stated your home was built in 1905. I observed chipping and peeling paint in the kitchen on walls and doorways. I did not see any paint chips on the floor around these areas. This poses a hazard for children.

How to correct: I left a Lead Paint Assessment form you will need to complete regarding the areas of chipping/peeling paint and how it was renovated. To renovate these areas you need someone trained in how to safely remove the paint do it or come into your home and instruct you on how to do this. That person will need to come back and inspect the area after the renovation has been completed to certify it has been taken care of. You can get assist with this by calling HACAP at 393-7811 and asking for Jean Randolph.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: You did not have this information available for review.

How to correct: You will need to get copies of physicals for all household members dated within the past 2 years. All household members will need to get a copy of their immunization records. I left a form for you to give to your doctor to complete about your physical and immunizations. If they complete that for you it will meet this requirement.

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Within the first three months of registration:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Reason determined out of compliance: You did not have a certificate verifying you have completed this training.

How to correct: This training can be completed on-line at this website:

Mandatory Child Abuse Reporter Training for Child Care Providers

WHERE: On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Reason determined out of compliance: You did not have a certificate verifying you have completed these trainings.

How to correct: Sign up to take a course in Infant and Child first-aid and CPR as soon as possible. You can contact CCR&R at 563/324-3236 or HACAP at 393-7811 and ask for a schedule of trainings in this area that meet this requirement.

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

Reason determined out of compliance: Your registration was approved 11/1/12 and you stated you have not taken any trainings yet.

How to correct: You are in the second year of your registration and have needed to take at least 12 hours of training as soon as possible to meet this requirement. You can call CCR&R and HACAP for a schedule of training in this area.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

Reason determined out of compliance: I observed your certificate was not displayed.

How to correct: Find your certificate and place it in a conspicuous place.

☐ 110.5(8) Children's Files

You did not have any file information on the children in your care for review. You must have files containing all the information listed below. The parents need to update this information annually.

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

How to correct: Get all the parents of children in care to complete and sign the Child intake Sheet.

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

How to correct: Get all the parents of children in care to complete and sign the Child intake Sheet.

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

How to correct: Get all the parents of children in care to complete and sign the Emergency Medical Authorization form.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

How to correct: Obtain a copy of a physical of all children in your care that is dated

within 12 months of the date they started in your care. Make sure parents give you information about any medical conditions of special needs their child has.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

How to correct: Get copies of a physical dated within the past 12 months for all preschool children in your care.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

How to correct: Try to get the parents to give you the name, phone number and relationship of at least one person they would authorize to pick up their child in the event they could not do so.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

How to correct: Obtain copies of a Dept. Public Health immunization certificate for all children in your care. The child's doctor will have a copy of this.

☐ 110.5(9) The provider meets the following requirements:

☐ 110.5(9)c Is capable of handling emergencies.

Reason determined out of compliance: You are not trained in Infant and Child first-aid.

How to correct: Complete a course in Infant and Child first-aid as soon as possible.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on January 30, 2014 at 10:00 a.m..

Please do not hesitate to contact me at DHS at 892-6803 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 563/324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).